

IV. RECORDS RETENTION SCHEDULE

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-11

This Schedule Lists Only Those Records
Created and Used by the

Maryland State Board of Public Accountancy

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

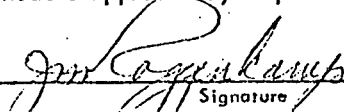
Maryland State
Board of Public Accountancy

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>ALPHA MASTER INDEX CARDS:</u></p> <p>3" x 5" cards containing all or some of the data listed below:</p> <ul style="list-style-type: none">a. Nameb. Addressc. CPA Certificate Number with Date Issuede. Change of Namef. Special Notationsg. Date of Deathh. Change of Addressi. Date of Examinationj. Results	Retain permanently.
2.	<p><u>CPA APPLICATION FILE:</u></p> <p>Folders separated into three sections: (a) passing applicants, (b) failing applicants, and (c) reciprocal CPA's. Each folder contains all or some of the following:</p> <ul style="list-style-type: none">a. Requests for Applicationsb. College Grade Transcripts	Retain in office for five (5) years after date of application. Retain in a State records center for fifty-five (55) years, then destroy.

Schedule approved by Department, Agency or Division Representative



Signature

Director,
Administrative Services

Title

July 31, 1975

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works


8/28/75 Edward C. Papenfuss

Date

Archivist

JUL 31 1975

Date



Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
	<ul style="list-style-type: none">c. Applicationsd. Reports of Gradese. Memorandaf. Correspondence pertaining to educational requirements, ability and moral character	
3	<p><u>ANNUAL RENEWAL FILE:</u></p> <p>8½" x 11" forms returned by registrants at renewal time with the fee which is considered as both a roster and bill card.</p>	<p>Retain for three (3) years and audit, then destroy.</p>
4	<p><u>ADMINISTRATIVE CORRESPONDENCE FILE:</u></p> <p>Original and carbon copies of correspondence pertaining to the functions of the Board, pending legislation, examinations and complaints against accountants for alleged malpractice. Also filed here are intra-office memoranda, college grade transcripts, summary reports, and qualifications for applicants.</p>	<p>Retain for five (5) years, then destroy.</p>